

**In the claims:**

1. A method of generating an E-mail message comprising: generating a draft of  
5 the message, proofreading the draft, signing the draft, only after signing the draft  
permitting addressing of the message. and only after addressing the message and signing  
the draft permitting sending the E-mail.
2. The method of Claim 1 including the step of sending the E-mail only after  
signing the draft and the addressing is complete.
- 10 3. The method of Claim 1 wherein said draft is placed on a colored screen that  
changes color after signing the draft.
4. The method of Claim 3 wherein said draft changes color after the addressing  
the envelopes.
- 15 5. The method of Claim 1 wherein said signing includes acknowledging it is  
signed.
6. The method of Claim 1 wherein acknowledging includes placing a label  
indicating a signature.
7. The method of Claim 6 wherein said label includes a marking on a form.
- 20 8. The method of Claim 1 wherein said addressing includes a checking step of  
providing a list of addresses and an indication of who gets full copies and who does not.

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